



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 442D SIGNAL BATTALION**  
**FORT GORDON GEORGIA 30905**

**COMMAND POLICY LETTER**

ATZH-LCB

9 January 2014

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Commander's Policy Letter #29 – Department of the Army Civilian (DAC)  
Incentive/Bonus Award Program**

1. **REFERENCE:** AR 672-20, Incentive Awards, 1 April 2015
2. **PURPOSE.** This memorandum establishes policy on the DAC Incentive Award Program IAW AR 672-20. Reference is the regulatory policy for monetary, time off, and honorary awards.
3. **RESPONSIBILITIES.**
  - a. The Battalion Commander will ensure the DA Civilian Performance/Bonus Award Program is fair, responsive and in compliance with all codes, regulations and policies.
  - b. The Battalion Executive Officer (XO) will provide oversight of the program and assist the Battalion Commander as required. The XO will chair the Award Board.
  - c. Supervisors will comply with this policy
  - d. The Senior DA Civilian will administer the award program and assist the XO and Battalion Commander as required.
4. **Award Scope:** This policy addresses three award categories (as outlined in the Battalion SOP); Monetary, Time Off, and Honorary. Generally, these awards will be issued under two circumstances; Performance (Ratings-Based) and Special Act.
5. Annual DAC awards that are tied to the appraisal may be monetary awards, time-off awards, honorary awards (medals) or a combination of these awards. The awards will be determined by a review board consisting of company commanders, battalion S3, battalion executive officer and senior civilian from each training directorate.
  - a. **Monetary Awards:** The amount of money a unit receives for these awards is based on the number of employees of the previous year and aggregate base pay of these employees.
    - (1) **Performance:** For employees with exceptional or highly successful rating for current rating period may be considered for this award. The appraisal form itself will be used as the justification. Table 7-2 of reference will serve as the basis for the award amount.
    - (2) **Special Act:** Requires a DA Form 1256, Incentive Award Nomination and Approval, with attached justification IAW Chapter 4 and Table 7-2 of reference.

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b. Time-off Award (TOA): Employees may be granted up to 80 hours award per leave year, but only in 40 hour increments. The TOA may be used alone or in combination with monetary and/or honorary awards. Chapter 4, para 4-5 of reference governs this award.

c. Honorary Awards: Awards range from Certificate of Achievement to Exceptional Civilian Service Award. Chapter 8 of reference governs these awards. Civilian medal awards should be sequential in nature, such as the achievement medal, commander's award, superior civilian service, etc. However, an award not in sequence may be approved by the appropriate commander.

6. DAC employees considered for on-the-spot or special act awards require a DA Form 1256 Incentive Award Nomination and Approval plus full justification. The justification should be on an attached word document not to exceed one page in length single spaced

## 7. PROCEDURES.

a. Employees must have enough time to receive a performance evaluation to be eligible for performance awards (120 days with a support form in place).

b. Supervisors will submit the original and a copy of the evaluation (DA FORM 7223 for GS1-7 or DA FORM 7222 for GS11 and above) and highlight one to five of the most significant comments on the copy. The supervisor will also annotate in handwriting in Part III in the "Amount" block for DA FORM 7223 or Part III, a., (1) of the DA FORM 7222 one of the above numeric ratings. If the supervisor opts to recommend only pay or leave, it should be annotated in a highly visible manner. Recommendations for Quality Step Increase (QSI) can also be made in Part III, b. with sufficient justification for outstanding performance. QSIs require the approval of the Brigade Commander and Deputy to the Commanding General. A copy of the completed Support Form (DA FORM 7222-1) must accompany the evaluation.

c. The Senior DA Civilian will prepare a spreadsheet for the XO and award board listing all eligible employees. The spreadsheet will identify each employee, supervisor, amount of shares per MDEP, and a column for award leave. The Battalion's Senior DA Civilian will consolidate award input for the Battalion Executive Officer and the award board.

d. The award board will consist of the XO, division chiefs and one company commander (to be selected by the company commanders). Supervisors may be called before the board to resolve board member questions. After review, each member of the award board will cast a vote in final determination of the shares awarded and amount of award leave. The XO will provide more detailed guidance for the award board members.

8. All subordinate staff leaders and commanders may recommend civilian awards. The undersigned is the approving authority.

9. The point of contact for this program is the 442d Signal Battalion XO at 791-3359.

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10. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #29, dated 9 January 2014.

*Ready Rapid Reliable*

**//ORIGINAL SIGNED//**

ERIC A. ANDERSON

LTC, SC

Commanding

DISTRIBUTION:

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